

CHICAGO TRANSIT AUTHORITY
TRANSPORTATION DEPARTMENT

EMPLOYEES' GUIDE TO USE OF BUS RADIO,
EMERGENCY ALARM, AND CODE NUMBERS

GENERAL RULES - BUS RADIO

1. Thumbwheel switches must be set correctly.
 - a. Set your run number before leaving the station, when relieving a run, and when trading buses.
 - b. Set "000" when cash box is being pulled.
 - c. Set "999" when on a charter; also garage personnel making road calls.
2. Master switch or ignition switch must be ON to use the radio or emergency alarm. The bus engine should be running when using the bus radio.
3. When using the radio:
 - a. Do not use when driving.
 - b. Listen for 15 to 20 seconds before depressing the transmit bar to be sure the Dispatcher is not speaking to someone else.
 - c. Don't speak until the Dispatcher calls your run number or requests the "run calling" to proceed.
 - d. To talk, depress the push-bar and wait one second; to listen, release the push-bar.
 - e. Hold the mouthpiece one inch from your mouth; speak in a normal tone.
 - f. Keep messages short and concise; use code number when applicable.
 - g. Transmit company business only.
 - h. Do not use profanity.
4. When initiating a call:
 - a. Think over what you are going to say before making a call.
 - b. With the push-bar released, listen for 15 to 20 seconds; if the Dispatcher is not talking, depress and release the push-bar.
 - c. Wait for acknowledgement. After the Radio Dispatcher acknowledges your call, give your bus number, badge number, location, and direction, and then your message.
 - d. Keep your message short and concise.
5. When answering a call:
 - a. With the push-bar released, listen a few seconds; if the Dispatcher is not talking, depress the push-bar and give your run number.

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- b. Release the push-bar and listen to the Dispatcher's complete message; do not interrupt.
 - c. Make your answer short and concise; use code numbers when applicable.
 - d. Acknowledge all of the Dispatcher's instructions.
6. When ordered to "Stand-By" while using the bus radio:
- a. If you are giving a message, stop transmitting and release the push-bar.
 - b. Hold the handset to your ear. (When the Dispatcher is ready, he will tell you to continue your message.)
7. Hang-up handset securely when finished with conversation.
8. If a bus radio becomes defective:
- a. Call the Dispatcher on a public or CTA telephone.
 - b. Note the defect on the "sign-in" sheet at the station.
9. SCHEDULED PULL-OUT CHECKS: Before pulling-out, check that the bus radio is operating properly.
- a. Set your run number.
 - b. Follow all instructions under "When initiating a call."
 - c. When the Dispatcher acknowledges, give your BUS number and say "Radio Check;" then wait for the Dispatcher to acknowledge.
 - d. If radio does not work, note the defect on the "sign-in" sheet at the station.

GENERAL RULES - EMERGENCY ALARM

- 1. Use the emergency alarm only when in danger of bodily harm.
- 2. When the emergency alarm is used, call the Dispatcher as soon as it is safe to do so.
- 3. Take care not to depress the emergency alarm accidentally. If the alarm is depressed accidentally, wait about 2 minutes, call the Dispatcher, and report the alarm as accidental.

NUMBER CODE

No.	Meaning:
10-4	"Message received and understood"
10-20	"What is your location"
10-21	"Call the Dispatcher by telephone"
10-68	"Repeat the message"